

IV. RECORDS RETENTION SCHEDULE

INSURANCE DIVISION

EXAMINATION AND PROPERTY BUREAU

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-27

This Schedule Lists Only Those Records
Created and Used by the

Insurance Division
Examination and Property Bureau

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Insurance Division,
Examination and Property Bureau

AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>COMPANY HISTORY CARDS:</u> 4" x 6" cards arranged alphabetically by company name giving the type of insurance (fire, marine, casualty, life, etc.); the date of incorporation and admission, if reinsured, with notations of mergers and all changes of status. This file is the only complete status history of insurance companies doing business in Maryland.	Retain permanently.
2.	<u>RECEIVERSHIP FILES:</u> Files established for Maryland licensed insurance companies who go into receivership for which the Commissioner is, by law, named receiver for such companies. The file is composed of court orders and correspondence with receivership attorneys, officers and miscellaneous persons.	Retain in office for three (3) years after receivership proceedings have been closed. Transfer to a State Records Center for ten (10) additional years, then destroy.
3.	<u>CHARTER FILE:</u> Contents include copies of original charters of all classes of insurers licensed to do business in Maryland including by-laws and amendments, powers of attorney, and changes of name. When a company is no longer licensed in Maryland, the file is removed to inactive status.	Retain in office for three (3) years after becoming inactive; then transfer to State Records Center for an additional ten (10) years, then destroy.
4.	<u>NON-ADMITTED COMPANIES:</u> Applications and papers of companies who were not admitted to do business in Maryland or who withdrew their application.	Retain for six (6) years in office; then transfer to a State Records Center for retention three (3) additional years, then destroy.

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/28/75
DateEdward C. Ragan
ArchivistSEP 23 1975
DateLudwig H. Huelshoff
Secretary